

# ASHIK VK

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00971- 0551515438

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- Initiative-taking and eager to learn new skills.
- Strong motivational and leadership skills.
- Able to work under pressure.
- Excellent Communications skills.



## PERSONAL INFORMATION

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Born Feb 22<sup>th</sup>, 1996

Citizenship: Indian

Marital status: Married

## HIGHLIGHTS

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- Microsoft Office proficiency
- Excellent communication skills
- Initiative-taking
- Strong analytical person
- Resourceful, smart working ability
- Strong people skills
- Honest, Pleasant demeanor
- Time management

## WORK HISTORY

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### **1-Golden Gate Cast Aluminium Works LLC (January 2023 to January 2025)**

**Musaffah, Abudhabi, UAE**

#### **Accounts & Purchase Manager**

- Build and maintain strong, long-lasting client relationships.
- Monitoring and analyzing accounting data and produce financial reports or statements.
- Develops a purchasing strategy
- Reviews and processes of purchase orders
- Maintain records of goods ordered and received

### **2-Noor Al Safa Aluminum & Glass tr. LLC (Aug 2020 to December 2022)**

**Zubarah, Khorfakkan, UAE**

#### **Accountant cum Office Administration**

- Create, Send, and follow up on invoices.
- Collect and enter data for various financial spreadsheets.
- Maintained the general ledger including adjusting entries and month end closing.
- Processed accounts payable, accounts receivable, cash & Payments.
- Provide technical Supports and advice on management.
- Handling Communications with clients and vendors via phone, email and in-person.
- Processing transactions, issuing checks, and updating ledgers etc....

- Dealing with Preparation of VAT Return on Quarterly Basis.
- Reconcile financial discrepancies by collecting and analyzing account information.
- Petty cash Handling.
- Payroll Calculation.
- Create Quotations & Agreements
- Material purchase
- Site measurement taking & Workers Handling
- Site supervision

### **3-Steel Mart LLC (Accounts) (Sep 2017 – Feb 2020)**

Kannur, Kerala, India

### **4-Sales Tax consultancy Centre (Accounts) (July 2016 – Aug 2017)**

Kannur, Kerala, India

- Maintaining & updating all ledgers
- Deals with book keeping, purchase, sales and other vouchers
- Preparation of Monthly, Quarterly and annual Sales & Purchase Report
- Preparation of Bank Reconciliation Statement
- Preparation of Accounts Statement
- Analyzing accounts and business plans
- Assisted with reviewing of expenses, payroll records etc.
- Preparation of VAT, E-Filing of Tax
- Providing guidelines connected with how to control the expenses.
- Publishing financial statements in time
- Preparation of final accounts

## **EDUCATION & QUALIFICATIONS**

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- **M. Com** (2017 – 2019)  
Indira Gandhi National Open University
- **B. Com** (2013 – 2016)  
Indira Gandhi National Open University

## **SKILLS**

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- Diploma in Computerized Accounting
- MS Office, Excel, Word, Power Point.
- Tally ERP
- QuickBooks
- Peachtree
- Good Typewriting Speed

## **OBJECTIVE**

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- To seek a challenging position in a professional organization that offers growth and potential advancement.
- To enhance my skill set and knowledge in conjunction with the goals of the organization.

## **STRENGTH**

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Detailed knowledge in Accounting, auditing procedures and Financial Management with 6 years' experience, and taking up the responsibilities towards any task assigned.

## **LANGUAGES KNOWN**

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- English
- Hindi
- Malayalam
- Tamil

## **OTHER DETAILS**

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Passport No. : P1279727  
Date of Issue : 25/07/2016  
Date of Expiry : 24/07/2026  
Place of Issue : Kozhikode  
Visa Status: : Residence visa  
Driving License : Light Vehicle, Manual (UAE)  
Two-Wheeler & Four-Wheeler (INDIA)

## **DECLARATION**

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Available upon request.

Confirm that all the above information is accurate to the best of my knowledge and look forward to hearing from you soon.

Sincerely,

ASHIK VK